

DELAWARE DEPARTMENT OF LABOR  
DIVISION OF EMPLOYMENT AND TRAINING  
REQUEST FOR PROPOSALS (RFP)  
LAB18001-TRAIN  
Today's Reinvestment Around Industry Needs (TRAIN)

**Information Summary Sheet and Proposal Schedule**

**Program:** Today's Reinvestment Around Industry Needs (TRAIN)

**RFP Issue Date:** January 8, 2018

**Orientation:** February 6, 2018  
1:30 P.M.  
Buena Vista Conference Center  
Buck Library  
661 South DuPont Highway  
New Castle, DE 19720  
(302) 323 – 4430

**Proposal Due Date:** February 16, 2018 no later than 4:00 P.M.

**Performance Period Phase I:** March 12, 2018 - June 15, 2018

**Performance Period Phase II:** July 1, 2018 – September 30, 2019

**Deadline for Questions:** February 9, 2018

## EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services are available upon request to individuals with disabilities.

### Equal Opportunity Assurance

As a condition to the award of financial assistance from the Delaware Workforce Development Board and the Department of Labor under Title I of WIOA, the Phase I and Phase II application assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;

Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Phase I and Phase II applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Phase I and Phase II applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements the Phase I and Phase II applicant makes to carry out the WIOA Title I financially assisted program or activity. The Phase I and Phase II applicant understands that the United States has the right to seek judicial enforcement of this assurance.

PART A

REQUEST FOR PROPOSAL GUIDANCE

## I. PURPOSE

The Delaware Department of Labor, Division of Employment and Training (DET) with the issuance of this Request for Proposal (RFP) pursuant to 29 DE Code §§6981, 6982 is requesting proposals from qualified individuals and organizations to create Strategic Workforce Training Plans that meet employers' workforce needs, advance the skills of Delaware workers, grow the state's economy, and increase sustainable employment for working families. The purpose of this RFP is to award planning contracts to support the convening of stakeholders in order to develop a Strategic Workforce Training Plan. The goals are to:

1. Create a Strategic Workforce Training Plan (see attached Part C)
2. Implement training plans by providing targeted education and training to individuals to ensure Delaware employers have the talent they need to compete and grow.

This RFP will fund two phases of programming. First, the Planning Phase (Phase I) will be funded to develop Strategic Workforce Training Plans. The Strategic Workforce Training Plans developed will then be used to request funds for the Implementation Phase (Phase II). Phase II will be used to implement the training developed and proposed in the Strategic Workforce Training Plans.

The awards for Phase I and Phase II will be separate. The award of Phase I does not in any way indicate that a Phase II award will be made. All awards will be competitive.

The source of funds that will fund this solicitation are State General Funds appropriated in Fiscal Year 2018 Final Operating Budget Act ( HS1 for HB275) to the Department of Labor, Division of Employment and Training for Workforce Development as described in Section 271 of the Act.

Other state or federal funds that become available may also be used to fund this solicitation.

## III. DEFINITIONS

For the purposes of this RFP, the following abbreviations or terms have the meanings indicated below:

1. **Awardee**-successful proposer and recipient of Phase I and/or Phase II funding.
2. **Community Based Organization** - A private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.
3. **Convener**-An individual or organization that starts the dialogue, assembles a shared set of facts about potential target industries or skills, and reaches out to potential partners. The convener must have credibility with industry and diverse set of program partners. The ideal convener will have the discipline and credibility to let industry partners set their own agenda and chart the course for the partnership, while balancing the interests of all potential partners. As a practical matter, the convener plays a critical project management role, including managing activities, logistics, outreach, coordination and drafting of the Strategic Workforce Training Plan.
4. **Cost Reimbursement Contract** –An agreement that provides for the payment of actual costs incurred to the extent prescribed in the agreement. Instead of paying the contractor to meet all the terms and conditions at a specified price, this type of agreement reimburses the awardee for its best efforts to perform up to the total cost and types of costs authorized in the agreement.

5. **Credential** – A recognized educational diploma, certificate or degree, occupational license, apprenticeship certificate, industry- recognized certification, or award for skills attainment and completion, issued by an approved training provider in the State or third-party credential provider.
6. **Common Skill(s)**- A skill or multiple skills that employers from various industries come together to agree that this common skill is used by workers within their industries. This is not industry specific, but instead used in various industries. For example, supervisory skills and information technology skills.
7. **DOL/DET**- Department of Labor, Division of Employment and Training
8. **Implementation Phase (Phase II)** –Phase II to implement the Strategic Workforce Training Plans developed during the Planning Phase (Phase I). Phase II will fund training to participants with the goal of employment, employment retention, or employment upgrade (increase pay/position).
9. **Job Readiness Training** – Training for the purpose of assisting and supporting jobseekers in overcoming individual barriers to employment and developing the skills required by industry necessary to maintain employment and to qualify for skills training opportunities. Job readiness training includes occupational skills development, GED preparation, literacy advancement, financial stability services, including financial coaching, credit counseling, transportation and child care.
10. **Lead Applicant** – The entity designated by the applicant group to serve as the Fiscal Agent for the partnership for the purposes of the Phase I and II. The Lead Applicant is the responsible entity for producing the end product (Strategic Workforce Training Plan) and meeting the Phase I and Phase II requirements. A Lead Applicant may be a Convener and vice versa. It is expected that documentation of the planning process will be maintained by the Lead Applicant.
  - Employer
  - Nonprofit Organization
  - Two or four year institution of higher education
  - Industry association
  - Labor union
  - Local government
  - Local or regional economic development entity

An organization can serve on multiple Phase I Applicant Groups but can only serve as the Lead Applicant on one submission. The Lead Applicant for Phase I award does not have to be the Lead Applicant for the Phase II award if awarded.

11. **Planning Phase (Phase I)** – Awards made from this RFP to provide modest funding to assist awardees in assembling their Strategic Workforce Training Plan, identifying high priority skills and workforce needs of an identified industry or across multiple industries based on data and employers' experience, and developing solutions to address these high priority skills and workforce gaps or needs.
12. **Phase I Applicant Group** – The group of entities applying for Phase I funding. This group must include at least two employers and at least one representative from other stakeholders such as nonprofits, community-based organizations, two or four year institutions of higher education,

government, regional or local economic development entities, labor unions, K-12 programs, industry associations, philanthropic organizations, other training providers and other relevant partners that are able to identify common workforce needs and develop and implement strategies to meet these common workforce needs.

13. **Strategic Workforce Training Plan**-The final work product produced as a result of Phase I awards funded with this RFP. This plan will provide a training plan developed by the planning Phase I applicant group that addresses the workforce skill needs of the target industry or common skill identified. This plan will be used to request funds for Phase II. See Part C Strategic Workforce Training Plan Template attached to this RFP.
14. **Supportive Services/Direct Benefits**- Services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in training and/or employment related activities.
15. **Target Industry** – A group of employers closely linked by a common product or service, workforce skills, similar technologies, supply chains, or other economic ties.
16. **Training** – A systematic, planned sequence of instruction or other learning experiences on an individual or group basis under competent supervision which is designed to impart skills, knowledge, or abilities to prepare individuals for unsubsidized employment.

#### IV. SPECIFIC PROGRAM SOLICITATION

1. Proposals are being solicited to develop a Strategic Workforce Training Plan that either addresses the:
  - a) Workforce skill needs within a targeted industry or
  - b) Workforce skill needs that address a common skill need across industries.
2. Proposals must be submitted by a lead applicant representing a Phase I Applicant Group (see Phase I Applicant Group definition).
3. The Strategic Workforce Training Plan will be developed by members of the Phase I applicant group and other stakeholders if applicable and be coordinated under the convener.
4. This RFP will award Phase I to support up to a three month planning process to enable the convener to coordinate the Phase I applicant group and other stakeholders to jointly develop the Strategic Workforce Training Plan. At the end of the Planning Phase I performance period, awardees will have developed a Strategic Workforce Training Plan to meet the requirements for submittal for an Implementation Phase II. (See definition of Strategic Workforce Training Plan)
5. The estimated funding available for Phase I is \$150,000 and is subject to change without notice. The estimated funding available for Phase II is up to \$480,000 and is subject to change without notice. Any funds not awarded or not expended within the performance period for either Phase I and Phase II may be used to fund future awards within the TRAIN program or other use as DOL/DET sees fit.
6. No limit on the number of awards made for Phase I and II has been set. The number of awards for Phase I and Phase II will be determined by the quality of the proposal submitted and available funding.

7. The Phase I award amount is capped at a maximum of \$20,000 per award. There is no funding cap on Phase II awards.
8. All Phase I awardees will be eligible to request funds for Phase II to implement their proposed Strategic Workforce Training Plan. The requests will be made through the submission of the final Strategic Workforce Training Plan. A Strategic Workforce Training Plan will be submitted by all Phase I awardees no later than the last day of the Performance Period for Phase I.
9. The Implementation Phase II will provide funding to selected Strategic Workforce Training Plans developed.
10. Awardees (Phase I and Phase II) will be required to submit status reports at least monthly during the performance period.
11. Awardees (Phase I and Phase II) will be required to submit monthly financial reports. Fiscal oversight will consist of an examination of expenditures as compared to the approved grant.
12. The Strategic Workforce Training Plan will serve as the final report for the Phase I (see Part C for template).
13. The Strategic Workforce Training Plans will be designed to fulfill the following goals:
  - Address business workforce needs by focusing on long term solutions to sustained skills gaps or projected shortages
  - Address the needs of workers (incumbent and dislocated) by creating formal career paths to good jobs, and sustain or growing middle class jobs
14. If the Phase I awardee determine during the planning phase that there is insufficient labor market need, they may choose not to proceed with a Strategic Workforce Training Plan. In this event, the Lead Applicant must still provide a final report documenting the planning process, data and experience collection and how the decision was arrived at not to pursue Implementation Phase II funding. In these instances, the Lead Applicant must return any unused portion of the Phase I funds that were not expended during the performance period and full accounting of expenditures must be submitted.
15. Phase II Awardees will enter required data into the Delaware JobLink system (<https://joblink.delaware.gov>) for participant tracking and outcome reporting. Strategic Workforce Training Plan budgets, when submitted, should reflect staffing to complete this task.
16. Employers participating in a funded Phase I will be offered a Delaware JobLink Employer Account where they can create and post job openings.

## **V. PROPOSAL SUBMISSION, REVIEW PROCESS AND PROCEDURES**

1. Serious proposers should attend an orientation meeting specified on the first page of this RFP.
2. Proposals shall be submitted by providing five original copies of each proposal to:  
Delaware Department of Labor,  
Division of Employment and Training  
4425 N. Market Street, 3<sup>rd</sup> Floor  
Wilmington, DE. 19802  
Attention: Joel Riley

3. The proposal must be on 8 ½ x 11 inch paper in the designated proposal format, stapled in the upper left hand corner. Please do not place in covers, binders or rings. No electronic or faxed copies of proposals will be accepted. Proposals must be hand delivered or received by mail no later than the date and time specified.
4. Proposal items should be numbered exactly as indicated on the proposal forms.
5. No cover sheet should be added to this proposal.
6. Within three weeks of the proposal due date, a panel will review each proposal submitted with the timeframe specified and on the template provided (Part B). The Panel will score and rank each proposal reviewed and in accordance with the provided evaluation criteria. The Panel will determine Phase I awardees.
7. Phase II awardees and award amounts will be selected from the Strategic Workforce Training Plans submitted. Within three weeks after of the last day of the Phase I performance period a review panel will review all Strategic Workforce Training Plans submitted. An oral clarification day may be held where all Phase I awardees competing for Phase II awards will be invited to address questions from the panel. The Panel will score and rank each Plan and then determine Phase II awardees.
8. Proposers may request an explanation of the basis of the awarding of funds from the DET Director. The request must be in writing and must be submitted within ten (10) days of the award.

## **VI. POLICIES**

1. Pursuant to 29 Del. C. § 6986, the State of Delaware may award a contract for a particular professional service to two or more vendors if the agency head makes a determination that such an award is in the best interest of the State of Delaware.
2. RFP Designated Contact-All requests and questions about this RFP shall be made in writing to DET. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact.

Joel Riley via [Joel.Riley@state.de.us](mailto:Joel.Riley@state.de.us)

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is the only acceptable submission method with the exception of questions being asked at the Orientation meeting. No questions shall be asked after the specified deadline for questions. All questions and answers will be posted on the State of Delaware Procurement website at [www.bids.delaware.gov](http://www.bids.delaware.gov).

3. Contact with State Employees-Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business as well as communications about this RFP for the purpose of outreach/marketing the program.



4. Organizations Ineligible to Bid-Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended is ineligible to bid. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.
5. Proposal Modifications-Changes, amendments or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.
6. Proposal Costs and Expenses-The State of Delaware will not pay any costs incurred by any Vendor associated with any aspect of responding to this solicitation, including proposal preparation, printing or delivery, attendance at vendor's conference, system demonstrations or negotiation process.
7. Non-Conforming Proposals-Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFP. The determination of whether an RFP requirement is substantive or a mere formality shall reside solely within the State of Delaware.
1. Confidentiality of Documents-Subject to applicable law or the order of a court of competent jurisdiction to the contrary, all documents submitted as part of the vendor's proposal will be treated as confidential during the evaluation process. As such, vendor proposals will not be available for review by anyone other than the State of Delaware/Proposal Evaluation Team or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract unless such disclosure is required by law or by order of a court of competent jurisdiction. The State of Delaware and its constituent agencies are required to comply with the State of Delaware Freedom of Information Act, 29 Del. C. § 10001, et seq. ("FOIA"). FOIA requires that the State of Delaware's records are public records (unless otherwise declared by FOIA or other law to be exempt from disclosure) and are subject to inspection and copying by any person upon a written request. Once a proposal is received by the State of Delaware and a decision on contract award is made, the content of selected and non-selected vendor proposals will likely become subject to FOIA's public disclosure obligations. Proposals received are considered the property of DET and will not be returned.
8. State's Right to Cancel Solicitation-The State of Delaware reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The State of Delaware makes no commitments expressed or implied, that this process will result in a business transaction with any vendor. This RFP does not constitute an offer by the State of Delaware. Vendor's participation in this process may result in the State of Delaware selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the State of Delaware to execute a contract nor to continue negotiations. The State of Delaware may terminate negotiations at any time and for any reason, or for no reason.
9. Revisions to the RFP-If it becomes necessary to revise any part of the RFP, an addendum will be posted on the State of Delaware's website at [www.bids.delaware.gov](http://www.bids.delaware.gov) . The State of Delaware is not bound by any statement related to this RFP made by any State of Delaware employee, contractor or its agents.
10. Award of Contract-The final award of a contract is subject to approval by the State of Delaware. The State of Delaware has the sole right to select the successful awardees, to reject

any proposal as unsatisfactory or non-responsive, to award a contract to other than the lowest priced proposal, to award multiple contracts, or not to award a contract, as a result of this RFP. Notice in writing to a vendor of the acceptance of its proposal by the State of Delaware and the subsequent full execution of a written contract will constitute a contract, and no vendor will acquire any legal or equitable rights or privileges until the occurrence of both such events.

11. All proposals funded through this RFP, when viewed in their entirety, will be readily accessible to disabled individuals and will conform with all non-discrimination and Equal Opportunity laws and regulations covered by Section 188 of the Workforce Innovation and Opportunity Act.
12. Funded proposals will be expected to provide the services specified, at the cost proposed unless further negotiation is specified by DWDB or DOL/DET. Funding may be approved to fund all or any portion of the proposed cost. Awards granted for less than the proposal amount are contingent on the proposer working closely with staff, demonstrating that the level of funding is sufficient to meet the Phase I requirements.
13. All materials, information, documents, and reports, whether finished, unfinished, or draft, developed, prepared, completed, or acquired by Contractor for Phase I relating to the services to be performed hereunder shall become the property of the State and shall be delivered to DOL/DET designated representative upon completion or termination of this Agreement, whichever comes first. Specifically, the Strategic Workforce Training Plans developed under Phase I become the property of the State when submitted.
14. DET reserves the right to reissue this RFP in order to increase the proposals received.

## **VII. COST CATEGORIES, BUDGETING, AND CONTRACTING**

1. Phase I funds will be provided in up to two payments. 75% of award amounts will be provided to awardees upon contract execution. The remaining balance will be provided after the submission of a final financial report detailing expenses.
2. Phase II funds will be provided on a cost reimbursement basis. Monthly financial reports will trigger payments.
3. Prior to executing a contract, proposers, without current contracts, will be required to provide a copy of their most recent audit to enable DET to establish their fiscal soundness and eligibility for a contract.
4. Phase I funds may be used to support the facilitation of the planning process, including documented staff time to coordinate the planning process and to develop the Strategic Workforce Training Plan. It is expected that documentation of the planning process will be maintained by the Lead Applicant. The Funds will be used to:
  - Assemble the partners and stakeholders
  - Identify the critical skills gaps, workforce needs, and other long term workforce issues
  - Identify the training, education, human resource and other solutions to address the critical needs
  - Develop the detailed Strategic Workforce Training Plan to implement these solutions.
5. Expenses for Planning Phase I shall be set at the following rates:
  - Consultants (including facilitators): No more than \$500 per day, plus travel expenses

- Mileage: \$0.41/mile
  - Meals: Per diem rates found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)
6. Phase I funds may not be used for the following:
    - Capital improvements
    - Equipment
    - Marketing
  7. Proposers will be asked to provide in their proposals the total amount of funds being requested broken out in a line item budget.
  8. Phase II funds shall be used to provide training to participants and may include items such as (see line item budget in Part C):
    - Staff salary and fringe
    - Assessments
    - Certifications
    - Tuition
    - Training (including Job Readiness Training)
    - Participant payments
    - Supportive Services to participants
    - Books
    - Space

## **VIII. PROPOSAL EVALUATION-PHASE I**

1. All proposals submitted for consideration will be reviewed and evaluated according to the following criteria:
  - a) Applicant Group (20%)  
 Proposal demonstrates the ability to coordinate with various stakeholders on other initiatives and proposer has credibility and partnerships with identified employers and stakeholders.  
 Proposal demonstrates applicant group consists of relevant stakeholders for skill or industry.
  - b) Targeted Industry or Common Skill (20%)  
 Proposal demonstrates that the proposed targeted industry or common skill is in demand supported by labor market information or other supporting detail.
  - c) Program Design and Results (35%)  
 Proposal demonstrates that Planning Phase I goals can be achieved through the proposed activities.
  - d) Budget (15%)  
 Proposed budget is reasonable and competitive as compared to other proposals.
  - e) Enhanced Considerations (10%)
    - Proposals that maximize the potential of the collaboration through direct financial or in-kind contributions by members of the planning Phase I applicant group or other stakeholders.
    - Proposal demonstrates that the Applicant Planning Group contains at least four employers.

## **IX. PROPOSAL EVALUATION-PHASE II**

1. All Strategic Workforce Training Plans submitted will be reviewed and evaluated according to the following criteria:
  - a) Applicant Group (15%)  
Proposal (Strategic Workforce Training Plan) demonstrates that the proposed training was developed with input from the appropriate stakeholders, primarily businesses.
  - b) Targeted Industry or Common Skill (15%)  
Proposal demonstrates that the proposed targeted industry or common skill is in demand supported by labor market information or other supporting detail.
  - c) Program Design and Results (30%)  
Program design provides adequate training to achieve planned results. Planned results should be focused on obtaining/retaining employment and/or increase earnings
  - d) Budget (15%)  
Proposed budget is reasonable and competitive as compared to other proposals.
  - e) Past Performance (15%)  
Proposer demonstrates the ability or includes trainers with the ability to operate like or similar high quality training programs that result in employment related outcomes. Any past performance a proposer with a history of performance in providing contractual services for DOL/DET or the Delaware Workforce Development Board may be considered.
  - f) Enhanced Considerations (10%)
    - Proposals that maximize the potential of the collaboration through direct financial or in-kind contributions by members of the Phase I applicant group or other stakeholders.
    - Proposals demonstrate the use of paid or unpaid internships, job shadowing experience, or other work based learning models to engage participants with local employers.

PART B

PROPOSAL FORMS

PROPOSAL DATA SUMMARY

**I. Name and Address of Lead Applicant Organization**

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(STREET)

\_\_\_\_\_  
(CITY, STATE)

\_\_\_\_\_  
(ZIP CODE)

\_\_\_\_\_  
(CONTACT PERSON)

\_\_\_\_\_  
(TELEPHONE NUMBER)

\_\_\_\_\_  
(FEDERAL TAX ID #)

\_\_\_\_\_  
(E-MAIL ADDRESS)

\_\_\_\_\_  
(Website URL)

\_\_\_\_\_  
(LOCATION(S) OF PROGRAM OPERATION - CITY/TOWN, COUNTY)

\_\_\_\_\_  
(COUNTY(IES) THE PROGRAM WILL SERVE)

**II. Lead Organization Type:**

☐ Non Profit

☐ Governmental

☐ Private for Profit

**III. Proposed Contract Period** (Must be within 4 month specified performance period)

Start Date:\_\_\_\_\_ End Date:\_\_\_\_\_

**IV. Targeted Industry:**\_\_\_\_\_

**OR**

**Targeted Common Skill(s):**

\_\_\_\_\_

**V. Project Name:**\_\_\_\_\_

**VI. Required Partners**

Employer Partner 1: \_\_\_\_\_  
(if same as Lead enter "Lead Applicant")

Employer Partner 2: \_\_\_\_\_

Additional Employers:

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Other Stakeholder 1: \_\_\_\_\_

Additional Stakeholder:

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**VII. Funding:**

Total Amount Requested: \$ \_\_\_\_\_

Requested funds for this program are \_\_\_\_\_ % of organization's total budget.

Leveraged Resources Provided if any:

- Cash Contribution Amount: \_\_\_\_\_
- In-Kind Amount: \_\_\_\_\_

These leveraged funds will support the following:

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- VIII.** Describe the manner in which you propose to meet the Planning Phase I goals and develop a Strategic Workforce Training Plan (should answer questions; who, what, when, where, why, how) – no page limit

### Activity Schedule

Please enter a proposed schedule of activities that will take place and an estimated date they will occur. All dates should be within the performance period. You may add or delete rows as needed.

|   | <b>Activity</b> | <b>Estimated Date Achieved</b> |
|---|-----------------|--------------------------------|
| 1 |                 |                                |
| 2 |                 |                                |
| 3 |                 |                                |
| 4 |                 |                                |
| 5 |                 |                                |
| 6 |                 |                                |
| 7 |                 |                                |



**Budget Summary**

Organization: \_\_\_\_\_

DUNS#: \_\_\_\_\_

| <b>LINE ITEM</b>                           |  |  | <b>TOTAL</b> |
|--|--|--|--------------|
| Staff Salaries                             |  |  |              |
| Staff Fringe Benefits                      |  |  |              |
| SUBTOTAL                                   |  |  |              |
| Rent (inc. cost per sq. ft./hr. rates)     |  |  |              |
| Utilities (List as a % of Annual Expense)  |  |  |              |
| Heat/AC                                    |  |  |              |
| Phone                                      |  |  |              |
| Electric                                   |  |  |              |
| Other                                      |  |  |              |
| Consumable Office Supplies                 |  |  |              |
| Postage                                    |  |  |              |
| Printing/Advertising                       |  |  |              |
| Travel                                     |  |  |              |
| Professional Services: (List)              |  |  |              |
| Overhead/Indirect for Parent Organization: |  |  |              |
| Other: (Please specify)                    |  |  |              |
| Other: (Please specify)                    |  |  |              |
| GRAND TOTAL                                |  |  |              |

## Certificate of Information and Authorized Signature

I hereby certify that to the best of my knowledge all information contained in this proposal is accurate and complete, that this is a valid proposal and that I am legally authorized to sign and to represent this organization.

\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

## PART C

### STRATEGIC WORKFORCE TRAINING PLAN TEMPLATE (Final Work Product for Planning Phase I)

The following is the Strategic Workforce Training Plan (see Section III Definitions) template. This template will be completed and submitted as the final work product produced as a result of awards funded with this RFP. In addition, this plan/template will be used to request funds for an Implementation Phase II. DWDB does have the right to edit this template.

This should not be completed and submitted for Planning Phase I funds. See Part B for Proposal Forms in response to this RFP.

In the event the clause found at Section IV. 12 is applicable, this template will be partially completed and submitted up until question 3.

**A. PROPOSAL DATA SUMMARY****1. Name and Address of Lead Applicant Organization**\_\_\_\_\_  
(NAME)\_\_\_\_\_  
(STREET)\_\_\_\_\_  
(CITY, STATE)\_\_\_\_\_  
(ZIP CODE)\_\_\_\_\_  
(CONTACT PERSON)\_\_\_\_\_  
(TELEPHONE NUMBER)\_\_\_\_\_  
(FEDERAL TAX ID #)\_\_\_\_\_  
(E-MAIL ADDRESS)\_\_\_\_\_  
(Website URL)\_\_\_\_\_  
(LOCATION(S) OF PROGRAM OPERATION - CITY/TOWN, COUNTY)\_\_\_\_\_  
(COUNTY(IES) THE PROGRAM WILL SERVE)**2. Lead Organization Type:**☐ Non Profit☐ Governmental☐ Private for Profit**3. It has been determined that there is a need for a Strategic Workforce Training Plan**☐ Yes (continue to question 4)☐ No (see Section IV. 12). Submit a final report as a narrative attached to this first page along with a final financial report.**4. Proposed Contract Period**

Start Date:\_\_\_\_\_ End Date:\_\_\_\_\_

**5. Proposed Name of Training Program**

Partnership:\_\_\_\_\_

**6. Targeted Industry:\_\_\_\_\_**

**OR**

**Targeted Common Skill(s):**

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**7. Funding:**

Total Amount Requested: \$\_\_\_\_\_

Requested funds for this program are \_\_\_\_\_ % of organization's total budget.

Leveraged Resources Provided if any:

- Cash Contribution Amount:\_\_\_\_\_
- In-Kind Amount:\_\_\_\_\_

These leveraged funds will support the following:

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Amount of Training Expense to be paid by the Trainee: \$\_\_\_\_\_

Description of services/supplies to be paid by Trainee:

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**8. Projected number of trainees needed to fill the identified industry/skills needs within the next year:\_\_\_\_\_**

**9. Proposed Number of Participants this will serve (trainees): \_\_\_\_\_**

**10. Proposed Number of Cycles of Training:\_\_\_\_\_**

If more than one cycle of training is proposed, can training be offered on a per cycle basis? If yes, complete the following:

| Cycle # | Cost  |
|---------|-------|
| _____   | _____ |

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**11. Proposed Total Training Hours per Participant:**\_\_\_\_\_

**12. Proposed Outcomes to be Achieved.** Goals must include employment related outcomes. Some examples of outcomes are: 75% of participants will obtain a recognized credential/certificate, 80% of participants will obtain unsubsidized employment after completion of training program, 80% of participants will receive a wage increase at current employer after completion of training program):

**13. Briefly describe the end state this proposal seeks to accomplish for both employers and trainees. Address how each will benefit.**

Certificate of Information and Authorized Signature

I hereby certify that to the best of my knowledge all information contained in this proposal is accurate and complete, that this is a valid proposal and that I am legally authorized to sign and to represent this organization.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

**B. PROPOSAL NARRATIVES**-No answer shall exceed one page.**Identification and Assessment of the Target Industry/Skills**

1. Outline the critical occupation and skills needs the proposed training will address.
2. Describe the process to identify such occupation and skills needs and provide basic industry and labor market analysis that supports the rationale for selecting the proposed training.
3. Describe the process in how the Applicant Group has defined their actual and projected workforce needs. How will the partnership continue this process to ensure projections continue and needs are being met?

**Key People**

1. Complete the following chart detailing the partners involved:

| <b>Organization Type</b><br>(i.e. Employer,<br>Education/Trainer, or<br>Other Partner) | <b>Name of<br/>Organization</b> | <b>Organization<br/>Contact and<br/>Contact<br/>Information</b><br>(include phone<br>number and email) | <b>Role/Commitment</b> |
|--|---------------------------------|--|------------------------|
|  |                                 |  |                        |

2. Describe preliminary plans to solicit feedback as to the value and impact of the training and the partnership generally.
3. Describe plans to ensure the sustainability of the partnership in the absence of funding.

### **Core Features**

1. Intensity/Duration – Describe the intensity of the service to participants, including hours of participation. In addition identify the enrollment schedule, training schedule and the duration of the program including any post-exit follow-up.
2. Describe who will be providing training and how they were selected. **Include trainer's past performance to demonstrate its** ability to operate like or similar high quality training programs that result in employment related outcomes.
3. Attach the proposed curriculum.
4. Delivery Strategy – In a narrative fashion describe how a specific client will flow through the elements of your program.
5. Describe the way your training program integrates work and learning. If you plan to include any work based learning models to engage participants with local employers, please explain here.
6. Describe recognized certificate(s)/credential that a successful completer of your program will achieve.

### **Customers/Participants**

1. Describe your criteria for participant selection.
2. How will you outreach, recruit customers as well as assess their needs and program fit.

## **C. BUDGET SUMMARY**

Please complete the following budget pages.

Part C

Area of Training: \_\_\_\_\_  
Organization: \_\_\_\_\_

Contract #: \_\_\_\_\_  
Program Year: \_\_\_\_\_  
DUNS # \_\_\_\_\_

**TOTAL**

|  |       |       |
|--|-------|-------|
| 1. Staff Salaries                            |       | _____ |
| 2. Staff Fringe Benefits                     |       | _____ |
| 3. SUBTOTAL                                  |       | _____ |
| 4. Supportive Services                       |       | _____ |
| 5. Rent (inc. cost per sq. ft./hr. rates)    |       | _____ |
| 6. Custodial Services                        |       | _____ |
| 7. Utilities (List as a % of Annual Expense) |       |       |
| A. Heat/AC                                   | _____ | _____ |
| B. Phone                                     | _____ | _____ |
| C. Electric                                  | _____ | _____ |
| D. Other                                     | _____ | _____ |
| 8. Consumable Office Supplies                |       | _____ |
| 9. Postage                                   |       | _____ |
| 10. Equipment and Furniture Purchase         |       | _____ |
| 11. Equipment Rental                         |       | _____ |
| 12. Tuition                                  |       | _____ |
| 13. Entrance Fees                            |       | _____ |



Area of Training: \_\_\_\_\_  
Organization: \_\_\_\_\_

Contract #: \_\_\_\_\_  
Program Year: \_\_\_\_\_  
DUNS # \_\_\_\_\_

14. Training Materials

- A. Books
- B. Software
- C. Videos
- D. Other (specify)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Printing/Advertising

\_\_\_\_\_

16. Travel

\_\_\_\_\_

- A. Student
- B. Staff

\_\_\_\_\_  
\_\_\_\_\_

17. Staff Training

\_\_\_\_\_

18. Participant Payments (Wages. OJT Payments, etc...)

\_\_\_\_\_

19. Participant Fringes

\_\_\_\_\_

20. Insurance:

\_\_\_\_\_

21. Professional Services: (List)

\_\_\_\_\_

22. Overhead/Indirect for Parent Organization:

\_\_\_\_\_

23. Profit:

\_\_\_\_\_

24. Other: (Please specify)

\_\_\_\_\_

25. Other: (Please specify)

\_\_\_\_\_

**26. TOTAL**

\_\_\_\_\_

STATE OF DELAWARE  
Department of Labor, Division of Employment and Training

Contract No. LAB18001-TRAIN  
Contract Title: **Today's Reinvestment Around Industry Needs (TRAIN)**

EMPLOYING DELAWAREANS REPORT

As required by House Bill # 410 (Bond Bill) of the 146<sup>th</sup> General Assembly and under Section 30, No bid for any public works or professional services contract shall be responsive unless the prospective bidder discloses its reasonable, good-faith determination of:

1. Number of employees reasonable anticipated to be employed on the project: \_\_\_\_\_
2. Number and percentage of such employees who are bona fide legal residents of Delaware: \_\_\_\_\_  
  
Percentage of such employees who are bona fide legal residents of Delaware: \_\_\_\_\_
3. Total number of employees of the bidder: \_\_\_\_\_
4. Total percentage of employees who are bona fide resident of Delaware: \_\_\_\_\_

If subcontractors are to be used:

1. Number of employees who are residents of Delaware: \_\_\_\_\_
2. Percentage of employees who are residents of Delaware: \_\_\_\_\_

"Bona fide legal resident of this State" shall mean any resident who has established residence of at least 90 days in the State.